# 2012 Carbon Neutral Action Report

**BC Oil and Gas Commission**

# Table of Contents


BC Oil and Gas Commission 2

Executive Summary 3

2012 Greenhouse Gas Emissions 4

Emissions Reduction Activities 5

Plans to Continue Reducing Greenhouse Gas Emissions 2013-2015 9

Contact 11


About the

## BC Oil and Gas Commission

The BC Oil and Gas Commission (Commission) is the provincial regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core services include reviewing and assessing applications for industry activity, consulting with First Nations, cooperating with partner agencies, and ensuring industry complies with provincial legislation and all regulatory requirements. The public interest is protected by ensuring public safety, respecting those affected by oil and gas activities, conserving the environment, and ensuring equitable participation in production.

For general information about the Commission, please visit www.bcogc.ca or phone 250-794-5200.

### Mission

We regulate oil and gas activities for the benefit of British Columbians.

We achieve this by:

- Protecting public safety,
- Respecting those affected by oil and gas activities,
- Conserving the environment, and
- Supporting resource development.

Through the active engagement of our stakeholders and partners, we provide fair and timely decisions within our regulatory framework.

We support opportunities for employee growth, recognize individual and group contributions, demonstrate accountability at all levels, and instill pride and confidence in our organization.

We serve with a passion for excellence.

### Vision

To be the leading oil and gas regulator in Canada.

### Values

Respectful

Accountable

Effective

Efficient

Responsive

Transparent

## Executive Summary

The BC Oil and Gas Commission presents its fourth annual Carbon Neutral Action Report on behalf of staff, executive and Board of Directors. It details how the organization has built on the carbon reduction success realized over the past few years and shows total emissions for the Commission in 2012 was 392 tonnes of carbon dioxide equivalent ($CO_2e$). The Commission remains committed to creating a sustainable organization, minimizing its environmental impact and providing employees with a positive and healthy work environment.

To realize our vision to be the leading oil and gas regulator in Canada, the Commission recognizes the importance of limiting emissions produced from our day-to-day actions in regulating the oil and gas industry in British Columbia. The Commission takes a two-prong approach to carbon reduction corporately: focusing on the functional areas of fleet, building, and paper, as well as providing educational information that allows staff to take the steps that lead to green behavioural changes. By making strides in these areas, we continue efforts in reducing overall emissions and recognize staff contributions to sustainable living.

"The Commission takes a two-prong approach to carbon reduction corporately: focusing on the functional areas of fleet, building, and paper, as well as providing educational information that allows staff to take the steps that lead to green behavioural changes."

We have continued to green our vehicle fleet with the replacement of three diesel and seven gas trucks with flex fuel units, decreasing diesel consumption by 83 per cent and overall fuel consumption by one per cent for 2012. By supporting the use of video conference equipment in all five office locations we increased the amount of face-to-face time our employees shared without having to increase the amount of travel required to attend meetings. We also encouraged the senior leadership team to lead by example in going paperless for their meetings. By initiating change at the senior level and encouraging all employees to follow suit, the paperless meetings helped to achieve an overall decrease in print output by 10 per cent in 2012.

Leveraging the lessons learned from our LEED® (Leadership in Energy and Environmental Design) Platinum Victoria office, ground was broken on the LEED® Gold office in Fort St. John. The organization is eagerly anticipating the proposed move in summer 2013. The orientation of the building will familiarize employees with the green and waste reduction options that office space will offer.

The Commission employs a variety of emission reduction activities as detailed in this report.

Paul Jeakins
Commissioner and CEO

## 2012 Greenhouse Gas Emissions

In the 2012 calendar year, the Commission emitted 392 tonnes of carbon dioxide equivalent ($CO_2e$) from sources covered under the Carbon Neutral Government Regulation. Of these emissions, 255 tonnes came from vehicle fleet, 128 came from heating, cooling and lighting buildings and nine tonnes came from paper use.

Emissions for 2012 that need to be reported but do not require offset purchase total eight tonnes.

### Offsets Applied to Become Carbon Neutral in 2012

The Commission has purchased offsets for 425 tonnes of $CO_2e$ from the Pacific Carbon Trust to achieve carbon neutrality, as required by the Carbon Neutral Government Regulation using the web-based reporting system SMARTTool. Of the 425 tonnes of $CO_2e$, 384 tonnes were for 2012 offsets and 41 tonnes were a 2011 adjustment in SMARTTool.

## Emissions Reduction Activities

### Vehicle Fleet

In 2012, the Commission continued to replace all end-of-lease vehicles with flex fuel vehicles. This allowed the organization to achieve a decrease in diesel consumption of 83 per cent. Although gas consumption increased by 14 per cent, overall fuel consumption decreased by one per cent in 2012.

Throughout the year the Commission disposed of seven gas units and its last three diesel units and replaced them with flex fuel gas trucks. As well, three of the one-tonne trucks were downsized and replaced by three half-ton units, lessening fuel consumption. In total, the Commission's vehicle fleet consists of 32 trucks and SUVs and six all-terrain vehicles which are used to navigate northern B.C. during compliance and enforcement activities in regulating oil and gas activities for the province.

Vehicle and driver safety training is done when new employees join the Commission to ensure 100 per cent of staff requiring driver training receive it immediately. This training includes fuel efficiency awareness and is valid for five years. Two Commission employees are certified to deliver the training. The Commission maintains the training capacity in-house to help safeguard employees from preventable accidents by ensuring all employees working in the field are up to date on driver training.

Employees continue to use the corporate resource scheduler to book pool vehicles. Facilities staff monitors incoming requests and make recommendations regarding carpooling opportunities. When employees travel in groups with partner agencies, they are encouraged to seek opportunities to share transportation.

- Flex fuel option vehicles
- Driver Safety Training
- Transportation Sharing

## Facilities

In 2012 the construction of the LEED® Gold office space in Fort St. John commenced. Planning for the building leveraged lessons learned from the construction of the two Victoria LEED® Platinum buildings, while ensuring it can withstand the unique requirements of the northern B.C. climate.

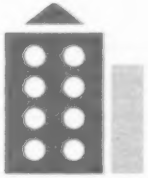
Like the other office spaces the Commission currently leases, building of the new Fort St. John office is monitored to government standards and guidelines to ensure office space per employee is optimized.

The Fort St. John office will feature many of the attributes that put the two LEED® Platinum buildings in Victoria's Dockside Green complex at the forefront of energy and waste reduction technologies such as: water conservation, built-in recycling and composting programs, plus automated lighting and heating features.

Office space in Fort St. John was designed with input from Commission staff, executive, and contractors. The contractors were hired based on their proven ability to construct a LEED® Gold office building in Fort St. John. Throughout the construction, Commission facilities staff work daily with the contractors to ensure the project is carried out to the predetermined specifications necessary to attain a LEED® Gold certification. This close working relationship allows for continual adaptation of the latest trends in space design and workflow, optimizing ratios between vacant and occupied space and between common areas, cubicles, meeting rooms and offices.

The Fort St. John building will incorporate many sustainable features, such as:

- High-efficiency heating and cooling systems.
- Low flow water fixtures.
- Rain water capture.
- Storm water recovery.
- Energy-efficient lighting.



LEED® offices feature water conservation, built-in recycling and composting programs, plus automated lighting and heating

### Information Technology

Power management software was installed in all the remaining computers and all new computers purchased in 2012. These power management software solutions reduce power consumption during non-operational downtimes and non-business hours. A sleep option now exists on all servers to ensure power usage is reduced outside of work hours.

Streamlining service delivery through the capital investment program aimed at integrating core business applications will create a single uniform platform with improved electronic submission, information management, and reporting. Known as the Business Transition Strategy (BTS), the two-year corporate wide initiative involves an electronic records management project. Started in 2010, one aspect of the project is to move paper copies of files, records and documents to electronic format. The Commission anticipates this will decrease the amount of paper required in the permitting and authorizations of oil and gas applications, as well as have corporate benefits in data and documentation storage, use and transport.

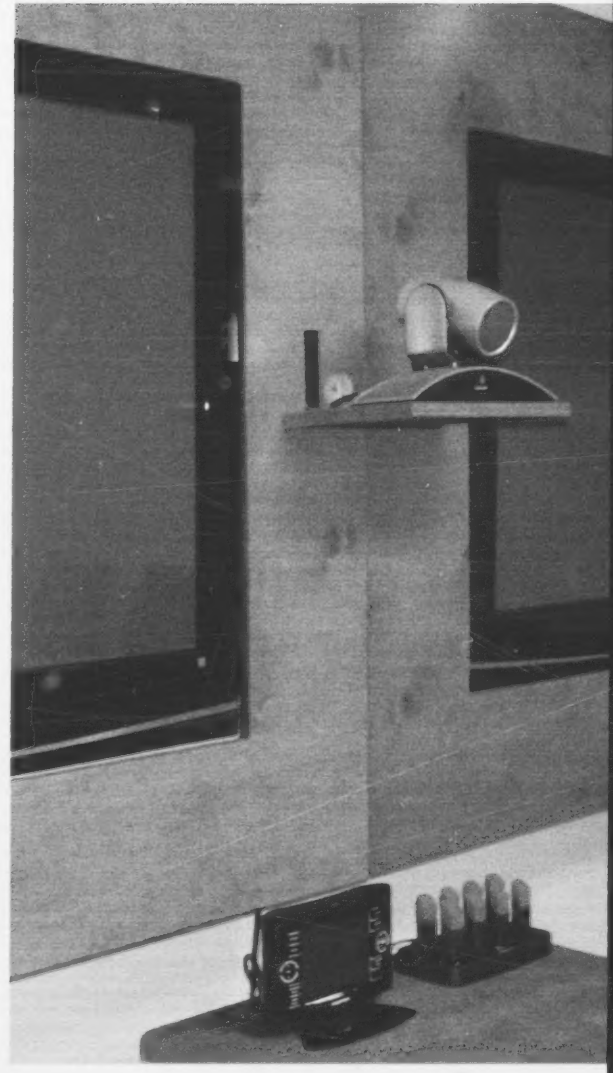
The Commission is fully committed to providing employees with a multitude of resources for web based meetings and learning. GoToMeeting is available to all staff on their workstations and video conferencing is available in all Commission meeting rooms. The organization continues to provide employees the opportunity to reserve web-cameras for web conferencing at their work stations and employees with laptop computers have web-cameras built in for conferencing purposes.

The Commission encourages staff to receive their paystubs electronically but is unable to make this practice mandatory.

Power management software

Electronic records management project

Web based meetings and learning



## Behaviour Change

Corporately, the Commission employs a robust and transparent strategy management system where employees from every level of the organization are involved in corporate planning and execution. Engraining this accountability framework into the day-to-day lives of employees has increased focus on corporate accountability, and has highlighted the Carbon Neutral Report and associated initiatives to employees across the organization. The focus on sustainability in the build of the new Fort St. John office, the ongoing commitments to provide video options for meetings and conferences and supporting alternative means of employees travelling to and from the workplace bodes well for increased acceptance of the ongoing green initiatives across the organization.

Four out of five office locations are situated in areas of the province that can experience considerable snow, ice and extremely low temperatures in the winter months. Understanding many people warm-up their cars or trucks in the winter before use, the Commission continued its partnership with the Northern Environmental Action Team (NEAT) to educate employees on anti-idling. Training and information was provided through seminars offered at the Health and Wellness fair in Fort St. John and through the Commission's staff newsletter. Between education internally on the Commission's Motor Vehicle Policy and the external training hosted by NEAT, employees were educated on ways to reduce vehicle idling in the winter months when driving to and from work and in the field, while still remaining safe and comfortable.

Positive Employees Team (PET)

Commission Intranet (MyOGC)

Green Service Award Initiative

Commission support and encouragement continues throughout all office locations for Bike to Work week. The commuter challenge was posed to staff to encourage the use of alternative forms of travel. In support, the Commission offers reimbursement through a health and wellness program for bus passes, carpooling options, and bike purchase and maintenance.

The proposed formalization of the Positive Employees Team (PET) under the Health and Wellness department will allow the Commission to employ its services to support green initiatives. As the Health and Wellness department is involved with carbon reduction projects across the organization, the movement of this employee-led team under its guidance will provide more profile to sustainability efforts.

The Commission's Health, Wellness and Safety Manager is a trained ergonomic systems specialist and travels between the offices to ensure employees with questions or concerns get the feedback they need. Throughout 2012 many workplace ergonomic assessments were completed at the request of employees.

The monthly internal staff newsletter continues to provide health and wellness tips, monthly reimbursement promotions, and recommendations for green living and energy saving ideas for the workplace and home. The newsletters showcase a variety of lifestyle choices and healthy eating options. It also fosters a sense of community by employees who share personal stories and life-milestone announcements fostering connections outside of job responsibilities.

The Commission Intranet was launched in 2012 and makes accessible all corporate policies, announcements, agreements, and reports. The Intranet acts as a repository for both corporate information and employee led interest groups and provides a common location for employee information and documentation, lessening the need for printed manuals. The Intranet, in collaboration with the internal newsletter, provides staff the most up-to-date information on a wide variety of corporate initiatives and programs, including green corporate projects and ideas for green living.

A proposal to include a "green" initiative recognition award as part of the Commission's annual service awards program has been put forward. A final decision for inclusion should be reached in early 2013.

# Plans to Continue Reducing Greenhouse Gas Emissions 2013-2015

### Carbon Data Collection and Management

Established collection protocols for all Commission office locations will continue to inform the SMARTTool emissions estimator program. The Commission will continue to follow the directives of government to deliver on carbon emission reduction planned actions.

### Vehicle Fleet

The Commission will continue monitoring vehicle use and benchmark to previous years for fuel consumption and maintenance requirements. The Commission plans to continue downsizing all future vehicle purchases, subject to position functionality/field requirements, with the replacement of two gas units with flex fuel units in 2013.

In-house driver education and training will continue as a part of onboarding new employees and for those employees whose five year training has expired. The Commission will continue to use the resource scheduler to book pool vehicles through monitoring requests and recommending carpooling opportunities.

### Facilities

The construction of the LEED® Gold certified office space for Fort St. John continues with a planned move in summer 2013. The contractors and facilities managers will continue to work together to ensure the building has eco-features required for LEED® certification including real-time metering, lighting sensors, water conservation devices, daylight maximizations and air quality friendly materials among others.

The implementation of the business transition strategy will move forward in 2013 transitioning systems to electronic records management. The project will be carried out over the 2013-15 planning cycle and will afford tangible savings in office space, significant reduction in paper use, efficiency in retrieving and searching records, and reduced risk of records loss or improper use.

### Information Technology

IT and facilities staff will continue to ensure newly purchased computers have power management software installed and will explore additional power management solutions.

The eSubmissions sub-project of the BTS will continue and be launched in stages to ensure all phases are aligned to organizational strategy.

The use and promotion of the Intranet as a key distribution channel for organizational information will continue through 2013. Employee use of the Intranet is on the rise as more information is posted and the navigation and content is revised to ensure ease of use. The Intranet has allowed for less materials and manuals to be printed, and employees will be continually directed to the Intranet as their source for corporate information.

### Behaviour Change

The formalization of the PET committee under the Health and Wellness department will advance corporate support of green initiatives and behaviour change programs. In addition there will be accountability, support and resources for those charged with sustainability initiatives for the organization.

Discussions and decision around the parameters for the inclusion of a green award in the annual Commission service awards program will finalize in 2013. The criteria and description will be included in the ballot for the 2013 service awards program.

Orientation of new employees will incorporate ideas and information from an education piece being prepared for the new Fort St. John office space. Sharing insights between the Victoria and Fort St. John office on the unique features of the LEED® building will allow the maximization of the employee experience. Employees at each given location have distinctive perspectives of the benefits and features of working in a LEED® setting.

Continue to publish articles and train staff on ergonomics while providing them (upon request) ergonomics, daylight maximization, and other improvement suggestions to reduce energy use which can be adopted in all office locations.

Leading by example, the senior leadership team will continue to drive behaviour change around paperless meeting expectations. Communications efforts on how employees can transition away from paper will be sent through emails, newsletters and the Intranet site.

The new health and wellness program will continue to promote benefits and opportunities for staff. This includes reviewing new areas to provide support and potentially expand the reach of the program to ensure a broad range of healthy and "green" initiatives are available to employees.

Lunch and learn sessions and the staff newsletter will continue to include reminders on:

- Adopting the video platform meeting.
- Recycling and composting programs.
- Walking.
- Turning off lights when not in use.
- Energy saving options when working outside of regular business hours.
- Using the air dry setting on dishwashers.
- Taking the stairs instead of elevators.
- Water conservation habits.
- Paper conservation through paperless meetings, elimination of unnecessary printing, etc.

## Contact

This is the fourth Carbon Neutral Action Report prepared and submitted by the BC Oil and Gas Commission. This report was prepared in accordance with the Greenhouse Gas Reduction Targets Act adopted in November 2007 by the Ministry of Environment's Climate Action Secretariat.

This report is updated annually with new information and statistics. A current copy is available on the Commission website at www.bcogc.ca.

For specific questions or enquiries regarding this report, please contact:

Dalyce Williams
Manager, Corporate Planning and Reporting
Dalyce.Williams@bcogc.ca

BC Oil & Gas COMMISSION